



EMPLOYMENT OPPORTUNITY

RECREATION LEADER

(Unclassified / Part-time)

Recruitment Number: 04-023

Salary: \$8.82 – \$10.72 / Hour

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

THROUGH 5 PM, FRIDAY, AUGUST 27, 2004

POSITION SUMMARY

The City of Chula Vista Recreation Department currently has several openings for the position of Recreation Leader. These recreation employees generally work between 10 – 30 hours per week and are assigned to a variety of recreation facilities, which include the City's pools, playgrounds, community centers, ball fields and gymnasiums. Candidates should be available and willing to work weekdays afternoons and evenings and all day Saturdays, Sundays and holidays. During the summer, assignments may include day, evening and night schedules. **NOTE:** Successful completion of a criminal background check for individuals over the age of 18 and a negative test for TB will be required prior to reporting for work.

ESSENTIAL FUNCTIONS

Under the direction of a Recreation Supervisor or Recreation Specialist the Recreation Leader will organize, supervise and lead activities at a public recreation facility; officiate and instruct field, court and table games, teach fundamentals of play and sportsmanship; issue and maintain equipment and supplies; develop neighborhood interest and participation in recreation programs; organize and direct games, sports, playroom, crafts activities and special events; conduct broad-scope social and cultural activities for all age levels, including seniors; administer First Aid; assist in operations and maintenance of a recreational facility (such as cleaning, mopping); may supervise other part-time employees; collect money and keep routine records; perform simple typing; use of computer; prepare reports and perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience – Equivalent to completion of one year of college (30 units) or graduation from high school/GED and one year part-time work (1040 hours) as a Recreation Aide. Must obtain a First Aid certification within 30-days of hire.

Knowledge, Skills and Abilities – Knowledge of: basic objectives of recreational activities; skills involved in varied recreation sports, games, and group activities. Ability to: read and write; follow written and oral instructions; maintain discipline and safety practices; work cooperatively with the public and other employees; read, write, speak and understand the English language; communicate positively and effectively with individuals of all ages; work days, nights, weekends and holidays.

PHYSICAL DEMANDS

Candidates for this position must be able to do the following: possess sufficient eyesight to supervise participants in large indoor and outdoor areas under mixed lighting conditions; possess sufficient hearing to communicate with participants and staff in large indoor and outdoor areas under noisy conditions; work indoors and outdoors under a variety of weather conditions; prepare outside sport fields, work on a variety of natural and artificial surfaces including grass, dirt, and sand; complete handwritten forms, reports, and statistical information; ability to use computer keyboard; ability to monitor facilities inside and out on a continuous basis; must have the manual dexterity and strength to push, pull and store equipment which may weigh to 60 lbs.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail. **NOTE:** This recruitment will remain "open" on a continuous basis through August 27, 2004, and testing will occur periodically throughout that time as openings occur. All applications for this position will be maintained for this period only. If you are invited to an interview, you will receive a notice from the Recreation Department.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to MediCare). The City and the employee each contribute 3.75% of the employee's salary to PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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